



**TOWN OF TEWKSBURY**  
**GREEN COMMITTEE**  
999 Whipple Road  
Tewksbury, MA 01876

**Meeting Minutes**  
**April 9, 2015**

The meeting was called to order by James Duffy, Chairman, at 5:30 p.m. at the Tewksbury Senior Center. Present were Steve Fugarazzo, Loretta Ryan, Tom Cooke, and Lisa Puccia. Also in attendance was Kyle Boyd, Conservation Agent.

Vincent Fratalia and Todd Johnson were not in attendance.

**1) Restructuring**

Mr. Duffy explained that the restructuring of the Committee is something that has been discussed in the past. It has been decided that restructuring should take place for quorum purposes. The Planning Board and Board of Selectmen designees would now be advisory members and would not be required to attend meetings. This would change the membership from 7 members to 5 members. Final approval of the Board of Selectmen is required for the restructuring.

Mr. Cooke noted that the membership was originally 9.

Mr. Fugarazzo asked if the members affected by this are aware and Mr. Duffy confirmed this.

Mr. Boyd explained that there are some residents who have expressed interest in attending meetings and working with the Committee; however, due to quorum issues, they have been unable to attend.

**MOTION:**      **Ms. Ryan made the motion to reorganize the membership of the Tewksbury Green Committee by reducing the membership to 5 (from 7) pending approval of the Board of Selectmen; seconded by Mr. Fugarazzo and the motion carried 5-0.**

**2) Grant Update/Potential Projects**

Mr. Boyd provided the members with an excel spreadsheet showing the projects that were applied for under the most recent grant round and noted that the one project that was eliminated was the South Fire Station insulation project as it was determined that the payback would be 30 years. Mr. Boyd noted that this project can be added in the future. Mr. Boyd will provide supporting documentation on the payback data for the South Fire

Station project to the members. Mr. Boyd explained that approximately \$260,000 worth of projects has been applied for including retro-commissioning at the Senior Center.

Mr. Fugarazzo asked how a change order that goes over the grant amount is handled. Mr. Duffy explained that typically a contingency is put in place for the projects in the event the costs are more than estimated.

Mr. Duffy noted that one of the items he is disappointed to see not included is staff training. Mr. Boyd explained that it was too difficult to determine which staff should or could be trained. Discussion took place on some of the projects that have been eliminated in the past without the Committee members input and the work done by Guardian to date. Ms. Ryan asked if researching other consultants or meeting with Guardian would help to resolve some of the committee members concerns. Mr. Duffy feels that a new consultant would set the committee back. Mr. Boyd discussed the short time frame for the grants and noted that he was informed the week before the grant application was due that the South Fire Station was being eliminated. Mr. Cooke requested Mr. Boyd provide him with the plans for the South Fire Station and noted that he is available to help in any way. Mr. Cooke requested Mr. Boyd contact him if he can be of assistance. Mr. Fugarazzo suggested the Committee review the grant application and project process and seeing if there are ways to simplify or improve it.

### **Old Business**

Mr. Duffy inquired as to the status of public outreach. Ms. Ryan explained that she is still complying data and photographs of the members.

Ms. Puccia left the meeting and did not return.

Mr. Boyd suggested putting together a document showing the grant funding the town has received, the projects that were done, and the savings that has been generated.

Mr. Cooke discussed the Mass Energy Insight program and the need for updating. Mr. Cooke noted that there is no information for the new high school and much of the other building data is inaccurate. Mr. Cooke will bring some of the print outs from Mass Energy Insight to the next meeting. Mr. Cooke will meet with Mr. Boyd to review the program. Mr. Cooke requested Mr. Boyd obtain the account numbers for the new high school. Ms. Ryan suggested seeing if Ms. Puccia could help with this.

### **New Business**

There was no new business.

### **Adjournment**

**MOTION:** Mr. Cooke made the motion to adjourn; seconded by Mr. Fugarazzo and the motion carried 4-0.

*(Minutes are not approved)*